



Accounts Payable

Accounts Payable puts you in charge of the entire payables process—from the minute invoices come in your door, through the approval process, payment selection, and check printing.

Invoice entry is simple and efficient with a spreadsheet entry grid that can be navigated by keyboard or mouse. Payment selection is even easier with a process that can select invoices to pay by any criteria you define. And generating vendor checks is a snap with advanced check writing capabilities like two-party checks and customizable checks and stubs.

Using integrated access tools, your payables information is always immediately available. Interactive inquiries let you view stored information in seconds for quick lookups and over-the-phone answers. And customizable reports let you calculate and print information in any format you choose for in-depth payables analysis.

Get up and running quickly and efficiently when you streamline your software setup with the Setup Wizard. And the Workflow Center provides instant access to the tasks you perform most often in a simple, intuitive workflow layout.

Following is a detailed list of the features Accounts Payable offers to keep you on top of expenses and in control of your cashflow:

Vendor tracking

- Log vendor terms for automatic calculation of discount amounts and payment dates.
- Track vendor contact names, phone numbers, fax numbers, and other essential information.
- Add up to 250 user-defined data fields to track additional information.
- Specify information that prefills during invoice entry (for example, discount amount, discount date, payment date, GL account).
- Track general liability, workers' compensation, automobile, and umbrella insurance.
- Track 1099 information.
- Track miscellaneous deductions (for example, workers' comp).
- Set up one-time or temporary vendors without adding them to your permanent vendor list.
- Use a single vendor list for multiple companies while tracking 1099 information separately.
- Track separate fiscal and calendar year totals to accommodate 1099 and other tax reporting.

Invoice entry

- Track invoices the minute they come through your door with an optional pending invoice system.
- Use recurring invoices to process rent payments, contract fees, and more.
- Prefill information that repeats every line to reduce key strokes.
- Distribute invoices to multiple properties, jobs, cost codes, categories, and general ledger accounts.

- Allocate invoices by predefined percentages.
- Customize the distribution grid by vendor type to include only entry fields needed for each vendor.
- Enter and pay invoices for future periods.
- Place invoices or distributions on hold during invoice entry.
- Tie invoices to commitments.
- Receive a warning if a vendor's insurance has expired.
- Receive a warning if a subcontractor or supplier's invoice doesn't match estimates or commitments so you don't over or underpay.
- Set up new vendors on-the-fly.
- Enter joint-check payees during invoice entry.
- Automatically calculate due dates based on vendor terms.
- Default the accounting date as the invoice date, date entered or date received.
- Post discounts to multiple properties or jobs.
- Track discounts that you took advantage of as well as those you missed.
- Automatically calculate tax liability.
- Associate invoice distributions to owner's draw (pay when paid).
- Automatically assign bank accounts.

Payment selection

- Display invoices by any criteria you define.
- Automatically or manually select invoices for payment.
- Make partial payments.
- Give discounted invoices priority.
- Manage retainage and lien waivers.
- Place invoices, distributions, vendors, jobs or commitments on hold during payment selection.
- Enter joint check payees during invoice selection.
- Enter a payment memo for the check stub.

Check printing

- Print two-party checks.
- Define the content and layout of the check face and stub.
- Sort checks in vendor, job, property, or GL account prefix order.
- Draft checks from separate banks in the same check run.
- Print the vendor's customer ID for your company on the check.
- Automatically print a detailed or summary check register following the check run.
- Produce MICR-encoded checks with an interface to Create-a-Check.

Inquiry

- Choose from 16 pre-designed Accounts Payable inquiries (for example, Invoice Register, AP Aging, and Vendor Insurance).
- Drill down on summary information to view supporting detail (for example, click on a vendor to see associated invoices, or click on an invoice to see associated distributions and payments).
- Apply conditions to display only the information you want to see.
- View and insert electronic notes and file attachments.
- Insert columns of data on-the-fly to quickly access additional information.

- Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer.

Reporting

- Choose from nearly 40 pre-designed Accounts Payable reports to calculate and print information at any time (for example, Open Invoice, Approved Invoice Register, and Cash Requirements).
- Apply conditions and ranges to print exactly the information you need.
- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

Setup Wizard

- Use a grid-like window to enter vendors or copy and paste your vendor list from a spreadsheet.
- Stay on the right track with built-in Tips and Tricks.
- Enter Beginning Balances and tie back to the GL.
- Automatically back up your data.

Workflow Center

- Easily reconcile General Ledger to AP sub-ledgers.
- Quickly access the tasks performed most often in an intuitive workflow layout.
- Easily view commonly used reports and inquiries.
- Instantly access assistance topics with a click of the mouse.

Additional features

- Record invoices and print checks from one place for quick vendor or COD payment using the Quick Check feature.
- Change or delete invoices even after they have been posted.
- Void checks and reinstate invoices.

- Enter electronic notes to document information on invoices and vendors.
- Attach other files (for example, scanned images of purchase orders or receiving documents) to invoices and vendors.
- Allow responsible staff to approve invoices electronically using an optional invoice approval system.
- Reconcile checks using Check Management.
- Customize the toolbar for push-button access to reports, inquiries and tasks.
- Change descriptions that appear on the screen to match your company's standard terminology.
- Set up macros for unattended processing of predefined tasks.
- Define security rights by user or group.
- Track lien waivers.
- Enter expenses to one company but pay invoices from another company (intercompany accounting).
- Import invoices from other programs.

Accounts Payable is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.

